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## CALIFORNIA EMERGENCY MANAGEMENT AGENCY

May 11, 2009

Robert Rowley, Deputy Director  
Siskiyou County  
806 S. Main St.  
Yreka, Ca. 96097

Monitoring Report #M08-048

Dear Mr. Rowley:

The California Emergency Management Agency, Monitoring and Audits Unit, Program Monitor, Jennifer Kolbe conducted a monitoring review for the purpose of monitoring Siskiyou County Cal/EMA, formerly OHS Grant Programs. I wish to thank you and your staff for the courtesy extended to Ms. Kolbe during the review process. Enclosed, you will find the monitoring report for the following grants:

GRANT/FIPS NUMBER	PROGRAM NAME	PERIOD MONITORED	MONITORED AMOUNT
2005-0015 - 093-00000	FY05 Homeland Security Grant Program (HSGP)	10/01/04 - 10/07/08	\$248,386
2006-0071 - 093-00000	FY06 Homeland Security Grant Program (HSGP)	07/01/06 - 06/30/09	\$177,144
2007-0008 - 093-00000	FY07 Homeland Security Grant Program (HSGP)	07/01/06 - 06/30/10	\$20,604

The monitoring included a review of staffing needs, operational practices, source documentation, activities, and data reporting requirements. In addition, the monitor examined the grant for compliance with federal financial, administrative and auditing requirements, program guidelines, and other mandates as applicable. Finally, the monitor performed a selected review of accounting records that support the amounts claimed in your reimbursement requests. Project expenditures were validated to provide reasonable assurance that expenses are related to the grant, proper records are maintained, and expenditures are properly authorized and recorded.

As a reminder, the purpose of monitoring is to assist projects in the achievement of their goals and aiding them in administering their grant funds in the most effective and efficient manner. The monitoring is used as a tool to assist the subgrantee in complying with these requirements. Your Cal/EMA Program Representative will receive a copy of the monitoring report. Their name and phone number are identified on the face sheet of the report.

If the monitoring report does not identify any findings, a Corrective Action Plan is not necessary and the monitoring process is complete.

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**Siskiyou County does not have any findings for grant years 2005-0015, 2006-0071 and 2007-0008.**

If you need to correspond to our office regarding this monitoring report, please include the monitoring control number on all correspondence. Send your response to:

California Emergency Management Agency  
Grants Administrative Section  
Monitoring & Audits Unit  
State Capitol  
Sacramento, California 95814

Thank you for your participation in the monitoring process. If you have any questions regarding this letter or the attached report, please feel free to contact Jennifer Kolbe at 916-324-6118.

Sincerely,



Brendan Murphy  
Deputy Director

cc: Tracey Frazier, Program Representative  
Monitoring & Audits Unit, chron file  
Grants Management Unit, grant file





**CALIFORNIA EMERGENCY  
MANAGEMENT AGENCY  
MONITORING NARRATIVE REPORT**

GRANT/FIPS NUMBER	PROGRAM NAME	PERIOD MONITORED	MONITORED AMOUNT
2005-0093-00000	FY05 Homeland Security Grant Program (HSGP)	10/01/04 to 06/30/08	\$248,386
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2007-0093-00000	FY07 Homeland Security Grant Program (HSGP)	07/01/06 to 06/30/10	\$20,604

<b>Siskiyou County Operational Area</b>			
<b>AUTHORIZED AGENT:</b>	Robert Rowley	<b>ADDRESS:</b>	806 S. Main St. Yreka, Ca. 96097
<b>CONTACT EMAIL:</b>	rrowley@co.siskiyou.ca.us		
<b>CONTACT PHONE NUMBER:</b>	(530)598-2975		
<b>ALTERNATE POINT of CONTACT:</b>			
<b>CONTACT EMAIL:</b>			
<b>PROGRAM REPRESENTATIVE:</b>	Tracey Frazier	<b>E-mail:</b>	tracey.frazier@ohs.ca.gov
<b>PHONE NUMBER:</b>	(916)324-6342		
<b>PROGRAM MONITOR:</b>	Jennifer Kolbe	<b>E-mail:</b>	jennifer.kolbe@ohs.ca.gov
<b>PHONE NUMBER:</b>	(916) 324-6118	<b>DATE OF MONITORING:</b>	December 10, 2008

**PERSONS INTERVIEWED DURING MONITORING VISIT**

NAME	TITLE	AGENCY
Robert Rowley	Emergency Services Manager	Deputy Director

Prepared by: Jennifer Kolbe  
Jennifer Kolbe, Program Monitor, OHS Administration Division, Monitoring & Audits Unit

5-12-09  
Date

Approved by: B. J.  
Brendan Murphy, Deputy Director, OHS Administration Division, Monitoring & Audits Unit

5/14/09  
Date



## Monitoring Report

Monitoring Report Summary	Total # of Items in Category	In Compliance	Not in Compliance	Not Monitored	Not Applicable
<b>A. Administrative Review</b>					
Review of Audit Reports	2	2			
Grant Assurances	1	1			
Grant Approval Notification	2	2			
Performance Reports	1	1			
Homeland Security Strategies	1	1			
Publication of Published Materials	1				1
<b>B. Programmatic Review</b>					
Program Goals and Objectives	2	2			
Exercise	2				2
Training	1	1			
Planning	1				1
<b>C. Financial Management</b>					
Accounting System	8	8			
Distribution of Funds	1	1			
Advance of Funds	2				2
Change Requests/Modifications	2	2			
Maintenance of Records	1	1			
<b>D. Fiscal: Personnel Services</b>					
Management and Administrative Services	3	3			
Overtime/Back Fill	3	3			
<b>E. Fiscal: Procurement</b>					
Responsibility	1	1			
Methods of Procurement	4	4			
<b>F. Fiscal: Equipment &amp; Property Management</b>					
Equipment Purchases	3	3			
Property Management & Records Keeping	2	2			
<b>G. Subgrantee Monitoring &amp; Oversight</b>					
Subrecipient single audit requirements	1				1
Management and Administrative Responsibility	1				1
Overtime/Backfill/CTO Responsibility	1				1
Procurement Responsibility	1				1
Equipment & Property Management Responsibility	1				1
Total	49	38	0	0	11



## Monitoring Report

**Corrective Action Plan: Not Required**

### MONITORING REPORT DETAIL

**A. Administrative Review:** Subgrantee in compliance (7 items). Not applicable for Subgrantee (1 item). Total 8 items.

1. **Review of Audit Report:** Subgrantee in compliance (2 items).
2. **Grant Assurances:** Subgrantee in compliance (1 item).
3. **Grant Approval Notification:** Subgrantee in compliance (2 items).
4. **Performance Reports:** Subgrantee in compliance (1 item).
5. **Homeland Security Strategies:** Subgrantee in compliance (1 item).
6. **Publication of Materials:** Not applicable for Subgrantee (1 item).

**B. Programmatic Review:** Subgrantee in compliance (3 items). Not applicable for Subgrantee (3 items). Total 6 items.

1. **Program Goals & Objectives:** Subgrantee in compliance (2 items).
2. **Exercise:** Not applicable for Subgrantee (2 items).
3. **Training:** Subgrantee in compliance (1 item).

*Training Activities/costs allowable and applicable.*

**Requirement:** Per the FY 2003-0167, Part 1 Grant Guide, weapons systems and ammunition are not allowable and therefore, unauthorized for purchase with Homeland Security grant funds. Since there has been no change to the 2007 grant guides regarding ammunition, the 2003-0167 compliance is enforced.

**Note #1:** The subgrantee purchased ammunition for the International School of Tactical Training in the amount of \$157.00. The subgrantee has however, replaced the charges with allowable equipment.

**Action Required:** None needed.



## Monitoring Report

4. **Planning:** Not applicable for Subgrantee (1 item).
- C. **Financial Management:** Subgrantee in compliance (12 items). Not applicable for Subgrantee (2 items). Total 14 items.
1. **Accounting System:** Subgrantee in compliance (8 items).
  2. **Distribution of Funds:** Subgrantee in compliance (1 item).
  3. **Advance of Funds:** Not applicable for Subgrantee (2 items).
  4. **Change Request/Modifications:** Subgrantee in compliance (2 items).
  5. **Records Maintenance:** Subgrantee in compliance (1 item).
- D. **Fiscal: Personnel Services:** Subgrantee in compliance (6 items). Total 6 items.
1. **Management and Administrative Services:** Subgrantee in compliance (3 items).
  2. **Overtime/Backfill and/or CTO:** Subgrantee in compliance (3 items).
- E. **Fiscal: Procurement:** Subgrantee in compliance (5 items). Total of 5 items.
1. **Responsibility:** Subgrantee in compliance (1 item).
  2. **Methods of Procurement:** Subgrantee in compliance (4 items).
- F. **Fiscal: Equipment & Property Management:** Subgrantee in compliance (5 items). Total of 5 items.
1. **Equipment Purchases:** Subgrantee in compliance (3 items).
  2. **Property and Records Keeping:** Subgrantee in compliance (2 items).
- G. **Subgrantee Monitoring & Oversight:** Not applicable for Subgrantee (5 items). Total 5 items.

